

6 FAM 150 PER DIEM

(TL:GS-69; 05-15-2001)

6 FAM 151 POLICY, SCOPE, AND AUTHORITY

6 FAM 151.1 Policy

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

The Department has a uniform worldwide lodgings-plus per diem computation system for all official travel, based on travel inside and outside the continental United States (CONUS).

6 FAM 151.2 Scope and Applicability

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. This subchapter applies to both the Foreign and Civil Service members of the agencies adopting these regulations.

b. Per diem in lieu of subsistence is payable when a traveler is away from a post on official business. When reimbursement of actual subsistence expenses is authorized or approved, see 6 FAM 156. For children 11 years of age and under, per diem is allowed at one-half the applicable rate for lodging and one-half the rate for meals and incidental expenses.

c. New appointees who reside within 40 kilometers (25 miles) of the temporary duty location at the time of appointment, or other employees who commute daily from their permanent residence, are not entitled to any per diem or subsistence.

6 FAM 151.3 Authorities

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

In addition to the authorities listed in 6 FAM 111.4, 6 FAM 150 derives from the following authorities:

- (1) Section 5702 of Title 5, United States Code;

(2) Section 32 of the State Department Basic Authorities Act of 1956, as amended;

(3) Federal Travel Regulations (FTR), Chapter 301, Appendix A;

(4) Section 925 of the Standardized Regulations;

(5) GAO Decision: B-223500, 3/16/87; and

(6) Delegation of Authority No. 100-D, 2/23/66.

6 FAM 152 RATES

6 FAM 152.1 Change in Rate after Travel Commences

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

If the maximum per diem rate authorized in accordance with 6 FAM 152 is changed after a traveler begins travel, the traveler is paid at the changed rate as of the date such new rate becomes effective, unless a lower rate is specified in the travel authorization.

6 FAM 152.2 Maximum Rates

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

Maximum authorized per diem rates for official travel shall be daily rates not in excess of the rates established as provided in 6 FAM 152. Worldwide per diem rates include a maximum amount for lodging expense and a fixed allowance for meals and incidental expenses (M&IE). RECEIPTS FOR LODGING ARE REQUIRED. (For information on lodging locations, receipt requirements, and allowance expenses, see FTR 301-7.9.).

6 FAM 152.2-1 Rates Applicable In CONUS

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

The maximum per diem rates authorized for travel within CONUS are established by the Administrator of General Services and listed in Federal Travel Regulations (FTR), Chapter 301, Appendix A.

6 FAM 152.2-2 Rates Applicable In Foreign Localities

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

The maximum per diem rates, based on the worldwide lodgings-plus system, for travel in foreign localities are those established by the Secretary of State. The rates are published in Section 925, the Per Diem Supplement to the Standardized Regulations (Government Civilians, Foreign Areas).

6 FAM 152.2-3 Rates Applicable in Non-Foreign Localities Outside CONUS

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

The maximum per diem rates, based on the worldwide lodgings-plus system, for travel in parts of the United States outside of the continental United States (see definition in 6 FAM 111.3) are those established by the Per Diem, Travel and Transportation Allowance Committee of the Department of Defense. These maximum per diem rates are listed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register. These rates are also listed for convenience in Section 925, the Per Diem Supplement to the Standardized Regulations (Government Civilians, Foreign Areas).

6 FAM 152.2-4 Deviation From Lodgings-Plus Per Diem System

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

An authorizing officer may determine that the lodgings-plus per diem system as prescribed in this section is not appropriate for certain travel assignment situations, such as when quarters or meals, or both, are provided at no cost or at a nominal cost by the U.S. Government or when for some other reason the per diem costs to be incurred by the employee can be determined in advance. (For example, see situations described in 6 FAM 153.1 and 6 FAM 154.2.) In such instances, a specific per diem rate may be established within the maximum per diem otherwise applicable to the travel situation and any appropriate reductions made in accordance with 6 FAM 153.1, provided the exception from the lodgings-plus system and the specific per diem rate are authorized in advance on the travel authorization by an appropriate official of the agency concerned. Such specific per diem rate authorized on the travel authorization shall be the per diem rate payable on the travel voucher without receipts and/or itemization by the employee.

6 FAM 152.2-5 Special Provisions Relating to Per Diem for Special Agents and Others

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

a. In order to reimburse Department of State security officers on protective missions in the United States or abroad and other members of the Service and the Department for their extraordinary expenses, Title I, Section 32, of the State Department Basic Authority Act of 1956, as amended, provides that the Secretary may, without regard to Section 5702 of Title 5, United States Code, pay subsistence expenses of such officers who are on authorized missions.

b. The Secretary has determined that special agents of the Department (including agents on detail to the Department by agreement of the heads of their agencies) assigned to protective missions in the Continental United States:

(1) Special agents, at their duty station, are eligible for reimbursement of actual subsistence expenses of pre-approved lodging and meals. Reimbursement may be paid if, while on protective assignment, the special agents are required to remain overnight at their post of duty or to work sixteen (16) or more consecutive hours. In each case, agents must obtain authorization from the Director, Office of Protection, Diplomatic Security Service (DS/DSS/P), or his or her designee, prior to incurring reimbursable expenses. Agents shall submit a Form AD-616 (travel voucher form) using the blanket authorization fund citation;

(2) Special agents, away from their duty station, may be paid at a rate not to exceed the following special per diem rate: one-hundred-and-fifty (150) percent of the meals and incidental expenses (M&IE) portion of the locality per diem rate rounded out to the next whole dollar plus the actual cost of lodging;

Receipts for lodging are to be submitted with the travel voucher.

c. The authority of this special provision is also applicable to permanent direct-hire employees of the Office of Language Services (A/OPR/LS) and other State Department employees who must advance and/or accompany foreign dignitaries and Department principals in the United States or abroad and who are required to stay in expensive accommodations that exceed the maximum per diem limitation.

d. Payment of the special per diem rates for travel within the continental United States (CONUS) shall follow the methods outlined in the FTR, Chapter 1, Part VII. Payment of the special per diem rates for travel outside CONUS shall follow the methods outlined in 6 FAM 154.

6 FAM 152.2-6 Special Allowances

(TL: GS--69; 05-15-2001

(State Only)

(Foreign and Civil Service and Foreign Service

Nationals and Foreign National Employees)

a. All direct-hire employees, OIG employees, Bureau rovers, Foreign Service Nationals (FSNs) and Foreign National Employees (FNEs) of the Department of State who are required to perform protracted temporary duty travel on a recurring basis may be paid, without regard to Section 5702, of Title 5, United States Code, a special allowance as set forth below, in accordance with Section 32 of the State Department Basic Authorities Act of 1956. This special allowance is intended to defray expenses related to the extended absence from the employee's duty station, but is not intended for long-term training, such as language training or similar assignments.

b. To be eligible, the employee must:

(1) Spend at least 90 cumulative days in official travel status. Eligibility for the special allowances will commence at the beginning of each calendar year;

(2) Employees who qualify for the special authorizations contained in 6 FAM 152.2-5 are not eligible for the allowance contained herein; and

*(3) To re-establish this eligibility each calendar year, the Bureau Executive Director (or equivalent) must authorize in writing, in advance, the payment of the special allowance. Bureaus are urged to allocate funds for the special allowance, using the previous year's actual expenditures. **Note:** if an employee is eligible for the special allowance based on travel for more than one bureau, the cost of the special allowance should be prorated between the bureaus by days in travel status.*

c. Employees determined to be eligible will be paid at the following rate: applicable per diem using the lodging-plus method, plus \$20. Payment is authorized on the 90th travel day and is retroactive to the first day of travel.

6 FAM 152.2-7 Special Provisions Relating to Payment of Per Diem of Families

(TL:GS-50; 05-21-1997)

(USAID Only)

(Foreign and Civil Service Employees)

a. Payment of per diem during an employee's period of temporary duty, but not to exceed 30 calendar days total, is authorized for members of an employee's family accompanying the employee to the post of

assignment when the employee is ordered to stop within the host country for orientation, training, or consultation while en route to post of assignment.

b. Layover per diem, not to exceed three (3) work days, may be authorized by the USAID mission director when an employee and the employee's family traveling on home leave, transfer, or separation orders must come to mission headquarters from an outlying post at the time of travel for the purpose of storing effects or obtaining passports, visas, or immunizations.

c. Per diem may be authorized for the members of an employee's family during the period of an employee's temporary duty but not to exceed 30 calendar days total when the employee is ordered to stopover outside the country of destination for orientation, training, or other temporary duty while en route to the post of assignment, provided that the stopover is in the positive interest of the U.S. Government and is made necessary by a threat to the health, safety, or well-being of family if required to continue on to post of assignment other than in the company of the employee.

d. Per diem may be authorized for members of families of USAID officials during stopovers in USAID/W while en route abroad to post of assignment in cases where the member of the family, because of representative responsibility, is required in the U.S. Government's interest to undergo special orientation and/or training designed to ensure the effective discharge of those responsibilities.

e. Stopovers shall not be authorized for members of families in connection with international, interagency, interregional, or intermission conferences.

f. All others see 6 FAM 126.5.

6 FAM 153 REDUCTIONS IN PER DIEM ALLOWANCES

6 FAM 153.1 Reductions in Maximum Per Diem Rates When Appropriate

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. See FTR 301-7.12.

b. No additional reduction is made in the employee's per diem when a member of the employee's family accompanies the employee at the employee's personal expense and such family member is provided U.S. Government accommodations. An appropriate charge should be made directly to the employee by the agency providing the meals and/or lodging.

6 FAM 153.2 Reductions from the M&IE Allowance

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

M&IE rates for localities in non-foreign areas (prescribed in Civilian Personnel Per Diem Bulletins published periodically in the Federal Register by the Secretary of Defense) and for localities in foreign areas (established by the Secretary of State in section 925 of the Standardized Regulations (Government Civilians, Foreign Areas) shall be allocated as shown in 6 FAM 153 Exhibit 153.2 when making reductions in non-foreign or foreign area per diem rates.

6 FAM 153.3 Temporary Duty in United States

6 FAM 153.3-1 Definition

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. For the purpose of this section, "temporary duty" means a period of consultation, orientation, training, promotion panel service, other temporary detail, or any combination thereof, authorized in a travel order and performed while detailed to a location rather than assigned there.

b. Temporary duty in one location interrupted by leave or temporary duty of 30 days or more in another location is treated as two separate periods of temporary duty.

6 FAM 153.3-2 Guidelines

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. When a period of temporary duty in the United States is expected to last for six (6) months or less, employees generally will be detailed to the location and per diem will be authorized in accordance with 6 FAM 153.3-3.

b. If the duty is expected to last more than six (6) months, employees usually will be assigned to that location. Travel and transportation for family and effects is authorized and no per diem will be paid other than while in travel status.

6 FAM 153.3-3 Maximum Rates in the United States

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

Maximum per diem rates based on the lodgings-plus system (see the FTR, Chapter 301, Appendix A) for Foreign Service employees during periods of temporary duty at any one location in the United States are as follows:

(1) For the initial 30 days of temporary duty in one location, the employee will be reimbursed the daily locality rate based on the lodgings-plus per diem system. Lodging receipts will be required for all temporary lodging;

(2) If no lodging cost is incurred, the employee's per diem will be reduced to the M&IE rate applicable to the location of the temporary duty assignment. If more than one temporary duty point is involved, the allowance will be the M&IE rate prescribed for the location where the majority of the time is spent performing official business. If lodging is furnished at nominal cost, the employee may be reimbursed the above M&IE cost plus the nominal cost of lodging not to exceed the maximum allowable lodging portion of the per diem rate;

(3) For the 31st through the 120th day of temporary duty, the employee may be reimbursed at a daily locality rate not to exceed 50 percent of the lodging and 50 percent of the M&IE per diem rate.

(4) For the 121st day and succeeding day(s) of temporary duty, the employee may be reimbursed at the daily locality rate not to exceed 25 percent of the lodging and 25 percent of the M&IE per diem rate;

(5) If a period of temporary duty is initially scheduled for 30 days or less and, is extended or re-extended after the duty has commenced, the per diem rate in effect on the date the employee is notified of the extension or re-extension is continued for up to 15 days from the original TDY termination date. The remaining portion of temporary duty (if any) is at the rate established under this section.

(6) Notwithstanding the provisions of this section, an authorizing officer may authorize or approve other rates (never, however to exceed the maximum locality per diem rate) when, in the authorizing officer's judgment, circumstances warrant such a determination. Such circumstances include the nature of the duty to be performed and the cost of suitable available lodging.

6 FAM 154 COMPUTING PER DIEM

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

Calendar days are used for all per diem computations. When the traveler crosses the international date line (180th meridian) the actual elapsed days shall be used to compute per diem. The traveler will gain a day when traveling from west to east, and lose a day when traveling from east to west.

6 FAM 154.1 Worldwide Travel

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. **Travel of more than 24 hours.** Per diem is computed as prescribed in FTR 301-7.8.

b. **Travel more than 12 hours but less than 24 hours.** Per diem is computed as prescribed in the FTR Chapter 301-7.7 and FTR Chapter 301-7.5c.

c. **For travel of 12 hours or less.** No per diem is allowed when a travel period is 12 hours or less during the same calendar day, except:

(1) When the travel is more than six (6) hours in duration and begins before 6 a.m.; or

(2) When the travel is more than six (6) hours in duration and terminates after 8 p.m.

6 FAM 154.2 Computations for Special Situations

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

In special situations, per diem is computed in accordance with FTR Chapter 301-7.14.

6 FAM 155 WHEN PAYABLE

6 FAM 155.1 General

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

Per diem is payable only when an employee is away from their permanent duty station. When an employee commutes daily to his or her official station, per diem is not allowed either at their permanent duty station or place of abode.

6 FAM 155.2 Travel Status

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

For computing per diem allowances abroad, official travel begins at the time the traveler leaves home, office, or other authorized point of departure and ends when the traveler returns to home, office, or other authorized point at the trip's conclusion.

6 FAM 155.3 Delays and Interruptions En Route

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. Per diem is allowed when interruptions occur on an official trip because of an authorized stopover, or because of circumstances beyond the control of the traveler.

b. Delays of travel which would require payment of two (2) days or more of per diem are considered inordinate delays. No per diem is payable for such a delay absent adequate justification as determined by the office or authorizing official who approves travel.

6 FAM 155.4 Awaiting Transportation

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

Per diem is allowed for only such periods awaiting onward transportation as are reasonably necessary under the circumstances. The travel voucher should contain an explanation of the circumstances necessitating any waiting period in excess of 12 hours at transfer points in the United States and 24 hours at transfer points abroad. Not more than five (5) days per diem will be paid while awaiting ship transportation.

6 FAM 155.5 Leave While in Travel Status

6 FAM 155.5-1 Leave of Absence

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

Except as provided in 6 FAM 155.5-3, no per diem is payable for leave of absence taken while in travel status except that per diem may be paid for days in which the leave taken is four (4) hours or less.

6 FAM 155.5-2 Non-Workdays

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. Per diem is payable for nonworkdays (normally weekends or holidays), except when:

(1) Those nonworkdays are both preceded and followed by periods of leave other than sick leave granted in accordance with 6 FAM 156.5-3; or

(2) A leave of absence is both preceded and followed by nonworkdays, in which case payment of per diem is limited to two (2) nonworkdays.

b. If an employee, while in travel status, for personal convenience returns on nonworkdays to their post or place of abode from which they commute daily to their official station, they may be reimbursed for the round trip transportation and per diem en route in an amount not to exceed the per diem which would have been allowed had the employee remained at their temporary duty station.

6 FAM 155.5-3 Illness or Injury

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. Whenever a traveler takes leave of absence of any kind because of illness or injury not due to the traveler's own misconduct, per diem is continued for periods not to exceed 14 calendar days in any one period of absence unless, under the circumstances, a longer period is approved by the authorizing official for travel and/or M/DGP/MED.

b. No evidence of the illness or injury need be submitted with the travel voucher but the type of leave and duration thereof must be shown on the voucher. The evidence filed at the traveler's post, as required by pertinent annual and sick leave regulations, will suffice.

c. Per diem is not payable where the traveler receives hospitalization and meals, or reimbursement for them, under any Federal statute, except that receipt of partial or total reimbursement under the Federal Employees Health Benefits Program does not preclude payment of per diem (see 6 FAM 133.3 for authority for return to post prior to completion of temporary duty assignment).

6 FAM 155.6 Temporary Detail

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

The following conditions govern payment of per diem for temporary detail (including consultation). However, nothing in this section shall be interpreted to authorize the payment of per diem after the date the employee reports for permanent duty at a post incident to the employee's transfer.

6 FAM 155.6-1 General

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. Per diem for temporary detail (including consultation) is allowed for a period not exceeding that stipulated in the travel authorization or for additional periods subsequently approved, as may be officially necessary. Payment of per diem during such detail is limited to employees, except where family members receive authorization in accordance with 6 FAM 126.5 (For USAID family members, see 6 FAM 152.2-6.).

b. Per diem for such temporary detail is allowed even though the destination of the employee for leave is located in a metropolitan area (including Washington, DC).

c. When an employee is separated from the Service, no per diem is payable for consultation at the place of residence for Service separation.

6 FAM 155.6-2 Detail into Change of Station

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

Occasionally, an employee's temporary detail (with per diem) immediately precedes or leads into a permanent change of station (PCS) to the detailed post. When that happens, the per diem is payable starting with the day the employee leaves on the temporary detail and ending at either the midnight of the day before the employee is officially notified of the PCS or on the effective date of the transfer, whichever time is shorter.

6 FAM 155.6-3 Home Leave Destination Not Within Metropolitan Area of New Duty Station

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

a. When the travel authorization of an employee directs the employee to proceed on leave and transfer to a post in the United States, including consultation performed upon arrival at the post, per diem for consultation is payable only if it is immediately followed by the employee taking leave and is not allowed for consultation performed after the employee completes leave and returns to employee's new post.

b. If the leave is canceled or postponed, authorized per diem for consultation continues through midnight of the day prior to the effective date of such cancellation or postponement.

c. Per diem is payable when additional consultation is ordered or when consultation is ordered during, but not after, home leave.

6 FAM 155.6-4 Home Leave Destination Within Metropolitan Area of New Duty Station

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

When the home leave destination of the employee is within the metropolitan area of the post to which the employee is transferred, authorized per diem ceases upon arrival at the post and does not accrue for consultation which may be performed at the post before, during, or after the period of such authorized home leave.

6 FAM 156 REIMBURSEMENT OF ACTUAL SUBSISTENCE EXPENSES

6 FAM 156.1 Conditions and Limitations

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. Because of relatively high cost associated with certain kinds of travel, request for actual subsistence expenses shall be authorized on a trip-by-trip basis and reviewed at a level of authority sufficient to provide policy approval. Such level of approval shall be consistent with Delegation of Authority 100-D No. DA1-100-D, Authority to Approve Official Travel.

b. Authorization or approval for reimbursement of actual subsistence expenses will be limited to a specific travel assignment when, due to special or unusual circumstances of the assignment, the maximum locality per diem rate would be much less than the amount required to meet the necessary subsistence expenses of the traveler. When actual subsistence expense reimbursement is involved items of subsistence expenses are the same as those included in per diem as defined in 6 FAM 111.3. When an employee is separated from the Service, no actual subsistence is payable for consultation at the place of residence for Service separation.

c. Authorization to travel on an actual subsistence expense basis is limited to those travel assignments where necessary subsistence costs are unusually high. Actual subsistence is not authorized where expenses may exceed the maximum locality per diem rate by only a small amount. Normally, authorization to travel on an actual subsistence expense basis is limited to cases where the cost of lodging (exclusive of meals) absorbs all or practically all of the maximum locality per diem rate and the traveler has no alternative but to incur such costs. Examples of some conditions warranting authorization or approval of actual expenses are:

(1) The employee is attending a meeting, conference, or training session away from the official duty station where lodging and meals must be procured at a prearranged place (such as the hotel where the meeting, conference, or training session is being held) and the lodging costs incurred, because of these prearranged accommodations, absorb all or practically all of the applicable maximum per diem rate; or

(2) The travel is to an area where the applicable maximum per diem rate is generally adequate but subsistence costs have escalated for short periods of time during special functions or events such as missile launching periods, international or national sports events, world fairs, conventions, or natural disasters.

d. In the event the travel assignment includes both normal and unusual conditions, reimbursement of subsistence on an actual expense basis is authorized or approved for only that portion of the travel where the unusual conditions prevail.

e. Authority to receive reimbursement of actual subsistence expenses must be included in the travel authorization or in an amendment thereto. Where actual expenses are less than the maximum authorized, only actual expenses are reimbursed. The amount authorized per calendar day for a specific travel assignment is stated on the travel authorization.

6 FAM 156.2 Maximum Daily Rates Allowable and Reimbursement Limitations

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

The amount of reimbursement to be allowed may not exceed the daily maximum rates. However, authorizing officers are encouraged to set appropriate rates lower than these maximum amounts.

6 FAM 156.2-1 Travel Inside CONUS

(TL:GS-59; 10-01-1999)
(Uniform State/USAID/Commerce/Agriculture)
(Foreign and Civil Service Employees)

a. When traveling within the continental United States (CONUS), actual subsistence reimbursement may not exceed 300 percent of the rate prescribed by Federal Travel Regulations, Chapter 301, Appendix A, rounded to the next higher dollar. Itemization of expenses is required in accordance with 6 FAM 156.4.

b. Per diem rates for non-foreign locations are set by the Department of Defense; per diem rates for foreign areas are set by the Department of State. These rates are contained in Section STR 925, a Per Diem Supplement to the Standardized Regulations (Government Civilians, Foreign Areas).

c. When traveling outside CONUS, actual subsistence reimbursement is limited to that amount fixed by the travel authorization. Authorization and reimbursement may not exceed 300 percent of the applicable maximum per diem rate (rounded to the next higher dollar).

6 FAM 156.2-2 Travel Outside CONUS

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

An employee may be reimbursed only actual expenses for each day. Maximum reimbursement is limited to that amount fixed by the travel authorization. Expenses incurred and claimed shall be reviewed and allowed only to the extent determined to be necessary and reasonable. HOWEVER, receipts will be required for an individual meal when the cost is over \$75. When only meals and incidental expenses (M&IE) are authorized, reimbursement may not exceed the greater of 300 percent of the M&IE rate applicable to the temporary duty location.

6 FAM 156.2-3 Specific Meals and Incidental Expenses Limitation

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

The meals and incidental reimbursement expenses may be limited to 100 percent of the applicable M&IE rate and deviate from the requirement for receipts and/or itemization of such expenses. In these instances, the M&IE rate shall be prorated for partial days of travel as shown in 6 FAM 154.1, item (e). **Authorizing officers must notify travelers of this limitation prior to travel.**

6 FAM 156.2-4 Lodging Procured by Purchase Order

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

When lodgings are procured directly by purchase order, the authorizing officer must limit reimbursements made to the employee. The maximum amount an employee may be reimbursed is the M&IE rate for the temporary duty location in accordance with the provisions in 6 FAM 156.2-1 and 6

FAM 156.2-2 at the temporary duty location. A combination of the above expenses may not exceed the daily maximum per diem rate authorized.

6 FAM 156.3 Computation of Mixed Travel

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

- a. Inside CONUS: FTR applies.
- b. Outside CONUS: For travel involving both per diem in lieu of subsistence and payment of actual subsistence, the authorizing officer determines when the transition between reimbursement systems occurs. Only one method or system is authorized for any given calendar day. For exceptions, see FTR 301-7.13.

6 FAM 156.4 Itemizing Expenses

(TL:GS-59; 10-01-1999)

(Uniform State/USAID/Commerce/Agriculture)

(Foreign and Civil Service Employees)

All travelers are required to submit with their travel vouchers an itemized listing of the amount spent daily for expenses incurred on an actual subsistence basis. This listing shows the daily amount spent for:

- (1) Lodging;
- (2) Meals (each meal cost should be listed separately); and
- (3) All other items of subsistence expense.

6 FAM 157 THROUGH 159 UNASSIGNED

6 FAM 153 Exhibit 153.2 **ALLOCATION OF M&IE RATES TO BE USED** **IN MAKING DEDUCTIONS FROM THE M&IE** **ALLOWANCE**

(TL:GS-50; 05-21-1997)

The following table is to be used when making reductions to nonforeign or foreign area per diem rates.

For M&IE rates greater than \$35, allocate 15%, 25%, and 40% of the total to breakfast, lunch, and dinner, respectively. The remainder is the incidental expense allowance.

M&IE Rate	Breakfast	Lunch	Dinner	Incidentals	M&IE Rate	Breakfast	Lunch	Dinner	Incidentals
\$ 1.....	\$ 0.....	\$ 0.....	\$ 0.....	\$ 1.....	19.....	3.....	5.....	8.....	3.....
2.....	0.....	0.....	1.....	1.....	20.....	3.....	5.....	8.....	4.....
3.....	0.....	1.....	1.....	1.....	21.....	3.....	5.....	9.....	4.....
4.....	1.....	1.....	1.....	1.....	22.....	3.....	6.....	9.....	4.....
5.....	1.....	1.....	2.....	1.....	23.....	3.....	6.....	9.....	5.....
6.....	1.....	2.....	2.....	1.....	24.....	4.....	6.....	9.....	5.....
7.....	1.....	2.....	3.....	1.....	25.....	4.....	6.....	10.....	5.....
8.....	1.....	2.....	3.....	2.....	26.....	4.....	7.....	10.....	5.....
9.....	1.....	2.....	4.....	2.....	27.....	4.....	7.....	11.....	5.....
10.....	2.....	2.....	4.....	2.....	28.....	4.....	7.....	11.....	6.....
11.....	2.....	3.....	4.....	2.....	29.....	4.....	7.....	12.....	6.....
12.....	2.....	3.....	5.....	2.....	30.....	5.....	7.....	12.....	6.....
13.....	2.....	3.....	5.....	3.....	31.....	5.....	8.....	12.....	6.....
14.....	2.....	4.....	5.....	3.....	32.....	5.....	8.....	13.....	6.....
15.....	2.....	4.....	6.....	3.....	33.....	5.....	8.....	13.....	7.....
16.....	2.....	4.....	7.....	3.....	34.....	5.....	9.....	13.....	7.....
17.....	3.....	4.....	7.....	3.....	35.....	5.....	9.....	14.....	7.....
18.....	3.....	5.....	7.....	3.....					